

Status

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Virginia Office of Emergency Medical Services

EMS Advisory Board Meeting Minutes

02/07/2003 01:00 PM The Place at Innsbrook

EMS Contact

Gary Brown/OEMS, Irene Hamilton/OEMS

Attendance

Committee Members

Donald Barklage Jr
Robert Crowder III
Theresa Guins MD
Genemarie McGee
Morris Reece
Kent Weber

Scott Chandler
Chip Decker
Catherine Hudgins
David Palmer
John Snyder

Gary Critzer
Michael Gonzalez MD
George Langford
Michael Player
Karen Wagner

Absent

Sherrin Alsop
James Hurlock Jr (excused)
Elizabeth Martin (excused)

Earl Carter Jr. (excused)
Rao Ivatury MD (excused)
Page Verlander (excused)

May Fox (excused)
Stewart Martin MD (excused)

Staff

Gary Brown
Ken Crumpler
Carol Gilbert
Dennis Molnar

David Cullen
Melissa Doak
Irene Hamilton
Warren Short

James Burch
Deborah Edwards
Karen Head
Scott Winston
Kenny Updike

Others

Clancy McQuigg
Jennifer Bloomer
Jason Campbell
Zac Cullen
Craig Beavers
Dustin Collins

J.C. Henry
Mike Harmon
Chris Slemp
Michael Berg
Petra Menzel
Bill Bullock

Russell Mortin
Gene Reams
George Brown
Randy Abernathy
Jennie Collins
Jon Donnelly

Topic/Subject

Discussion

Recommendations, Action/Follow-up, Responsible Person

Call to Order
Review & Approval of
minutes from last meeting

Dave Palmer called the meeting to order at 1:00 p.m.
The Chair called for approval of the minutes from the
November 15, 2002 Advisory Board Meeting.

A motion was made,
properly seconded, and a
vote taken; and the minutes
were approved as written.

The Chair called for approval of the Proposed Agenda for A motion was made,

this meeting as presented.

properly seconded, and a vote taken; and the proposed agenda for today's meeting was accepted as submitted.

Agenda Items

1. Chairman's Report

1. Mr. Palmer forgoes giving a Chairman's report, and said that he would have several comments during the meeting.

1.

2. Vice-Chairman's Report

2. The Advisory Board is tasked with preparing an annual report for the Commissioner, and select others.

2.

- Don Barklage will oversee the compilation of reports from committee chairs.
- Mr. Barklage will send each committee chair a document requesting an outline of information; to include:
 - Past Year's Activities
 - Major Accomplishments and/or Major Tasks / Assignments
 - Ongoing commitments or goals for the committee
 - Listing of meeting dates
 - Brief summary

Mr. Barklage needs the committee reports submitted by the middle of April in a Word format.

3. Office of EMS Reports

3. *Office of Emergency Medical Services Quarterly Report to the State EMS Advisory Board* - Mr. Brown remarked that the Quarterly Report was distributed via email this quarter. Printed reports are available.

3. After an earlier discussion at the Executive Committee meeting, it was decided that printed reports would be sent in the future. The report will also be available electronically.

- *Budget* - In the Governor's budget amendments announced December 20, three specific budget amendments that impacted EMS. These were in addition to the \$985,000 that was announced in the initial round of reductions in October.
 - Place a cap on monies going to the Virginia Association of Volunteer Rescue Squads (VAVRS); and moving that source to the Rescue Squad Assistance Fund (RSAF).
 - Transfer \$1,000,000 out of RSAF to the Department of State Police for medflight operation.
 - Eliminate the General Fund appropriation that EMS received last year of \$3.2 million.
 - Several budget amendments were produced, from both the House and Senate.
 - To date: the House Appropriations Committee has approved two budget amendments.
 - One to remove the cap on VAVRS and the payment of those funds out of RSAF.
 - One to remove the transfer of monies from RSAF to the

Department of State Police.

- There are three budget amendments in the Senate that have been approved.
 - Two of them are the same language as the two in the House.
 - One is to restore the \$3.2 million General Fund appropriation to EMS for FY04.
 - These bills will now advance to a Money Conferees Committee.
 - OEMS is optimistic that the first two amendments will be approved since they are coming from both the House and the Senate. They are more guarded as to the outcome of the restoration of the \$3.2 million.
- *OEMS Personnel* - Ken Clark, BLS Training Specialist, accepted a position with the new Office of Emergency Preparedness and Response for the Health Department, as a District Bioterrorism Coordinator. OEMS has submitted a request to fill his position and is awaiting approval.
- *Language in the Governor's Budget Bill* - Scott Winston talked about language in the Governor's budget bill concerning non-emergency transportation services.
- Item 322.I in the Governor's Budget Bill, under the Appropriation for the Department of Medical Assistance Services (DMAS) - directs DMAS to amend the State Plan for Medical Assistance to add "stretcher vans" as a mode of non-emergency medical transportation. DMAS will then be responsible for promulgating emergency regulations to implement the amendment within 280 days of the enactment of the Act.
 - OEMS had been in conversation with DMAS in regards to who would be responsible for inspections and permitting the stretcher vans. OEMS did not want to be the responsible party.
 - The language in the Governor's Budget Bill, if approved, will establish a new classification that DMAS would be responsible for developing and enforcing the regulations regarding to stretcher vans.
 - Because OEMS is responsible for another type of non-emergency

another type of non-emergency transportation vehicle, wheelchair vehicles. Therefore, if this item is approved there will have to be some coordination between OEMS and DMAS to ensure that conflicting language and regulations are not created.

- *2003 Legislation-* Mr. Brown explained that the purpose of having the first Advisory Board of the year in February instead of January is to allow the Board to take a position on any legislation that might impact EMS.
 - Mr. Brown brought three bills specific to the Board to their attention in case they wanted to take a position on any of the bills.
 - HB1535 - This bill is a technical change that would change the State Fire Chiefs Association to the Virginia Fire Chiefs Association.
 - HB2300 - This bill is a technical change that would change the Virginia Hospital Association to the Virginia Hospital and Healthcare Association.
 - HB1756 - This bill would increase the size of the EMS Advisory Board from 24 to 25 seats by adding a seat for the Virginia Chapter of the International Association of Firefighters. HB1756 has been bounced around a lot around the House and the assigned committee. There have been several amendments to language in the bill; however, it is now back to the original language.
 - Mr. Palmer entertained a motion regarding HB 1535 by the Advisory Board in support of the bill. The following motion was made and properly seconded. The Chair opened the floor for discussion and hearing none, a vote was taken.
 - Mr. Palmer entertained a motion regarding HB 2300 by the Advisory Board in support of the bill. The following motion was made and properly seconded. The Chair opened the floor for discussion and hearing none, a vote was taken.

MOTION: The State EMS Advisory Board goes on record in support of HB1535 Yeas = 16; Nays = 0 - The motion carried unanimously

MOTION: The State EMS Advisory Board goes on record in support of HB2300 Yeas = 16; Nays = 0 - The motion carried unanimously

	<ul style="list-style-type: none"> ○ Mr. Palmer brought up discussion concerning HB1756. Mr. Palmer recently circulated an email to the Board regarding this bill - a request from Delegate Orrock, who offered an amendment to the bill. Delegate Orrock asked Mr. Palmer to poll the Board regarding the amended language. A motion was made and properly seconded to support HB1756. Mr. Palmer opened the floor for discussion. After discussion a vote was taken. 	<p>MOTION: The State EMS Advisory Board goes on record in support of HB1756. Yeas = 0; Nays = 16. The motion was defeated.</p>
	<ul style="list-style-type: none"> ○ Another motion was made by Mike Player regarding HB1756. The motion was properly seconded and the vote was taken. Mr. Palmer opened the floor for discussion. After discussion, the vote was taken. 	<p>MOTION: The State EMS Advisory board goes on record as remaining neutral in regards to HB1756. Yeas = 15; Nays = 1. The motion was carried.</p>
4. State EMS Medical Director's Report	4. Dr. Gilbert reported that OEMS is in the process of rewriting the job description for the State EMS Medical Director, and they are currently soliciting input as to what specific tasks should be assigned to the State EMS Medical Director.	4.
5. Office of the Attorney General Report	<p>5. Mr. Palmer welcomed back Robin Kurz, who has been on maternity leave. Ms. Kurz went on record thanking Kathy Hutchins from the AG's Office for covering EMS while she was on maternity leave.</p> <ul style="list-style-type: none"> ➤ The AG's Office is currently working on the HIPPA regulations and how they will affect EMS. ➤ Mr. Palmer reminded Board members to send Gary Brown or him any legal or medical questions that they would like to have reviewed by the Attorney General's Office. 	5.
6. Executive Committee Report and Action Items	<p>6. Kent Weber who chaired the Ad Hoc Committee gave an overview of the committee's tasks and acknowledged the other members of the committee. Bill Bullock; Bruce Edwards; Rob Logan; and Bob Powell.</p> <ul style="list-style-type: none"> ➤ <i>Proposed Revisions to By-Laws</i> - Mr. Weber summarized the proposed revisions to the By-Laws. Problems encountered during the last Advisory Board election process precipitated the By-Laws revisions. <ul style="list-style-type: none"> ○ Election process was revised. ○ Ad-Hoc membership composition was reviewed and revised. ○ Advisory Board Standing Committees were analyzed and revised. ○ State EMS Plan needs to be revised. The Ad Hoc Committee recommends establishing an Ad Hoc Committee to 	<p>6. MOTION: The EMS Advisory Board accepts the report submitted by the Ad Hoc Committee for review. Further, that the Chair schedules a facilitated meeting and workshop for the Board to make consensus decisions on the By-Laws, Board Configuration, and the 4-for-Life Distribution formula. Yeas=16; Nays=0. The motion was carried unanimously.</p>

- revise the State EMS Plan.
- Add a Clerk position and retain the Secretary position.
- Human Resources and Training Committee will become Professional Development.
- Medevac Committee will become a subcommittee of the Trauma System Oversight and Management committee.
- Emergency Medical Services for Children Committee will become the EMS for Special Needs Committee and will encompass Geriatrics, as well as Pediatrics.
- The draft revised By-Laws should be submitted the Attorney General's Office for review and comment.
- *4-for-Life Funding Distribution Recommendations* - Rob Logan gave the Board an overview of the recommendations from the Ad Hoc committee for revisions to the 4-for-Life Funding distribution.
 - With 4-for-Life there should be a substantial increase in all categories, even if the funding percentages stayed the same or decreased.
 - Two new categories would be added:
 - Emergency Preparedness
 - Regional Coordination and Administration
- Bill Bullock recognized the work done by Melissa Doak, OEMS staff for the Ad Hoc Committee.
- *Membership Composition* - Mr. Bullock gave the Board an overview of how the Ad Hoc Committee came up with their recommendations for the Committee's composition.
 - The Ad-Hoc Committee reviewed the purpose and duties of the Advisory Board and the organizations represented.
 - The Ad-Hoc Committee developed a Goal Statement of what they wanted the members who participated on the Board to have as a commonality - "The delivery of EMS throughout the Commonwealth as a primary mission everyday.
 - The Ad-Hoc Committee decided that everyone who met that obligation should be an equal partner.
 - The Virginia Federation of EMS Councils has one seat on the Board. The Ad Hoc committee recommends that 3 seats should be added to represent the former Federation so that each of the current (4) councils has a seat.

- The Ad Hoc Committee decided that the Virginia Municipal League (VML) and the Virginia and the Virginia Association of Counties (VaCO) did not meet the goal and should therefore be eliminated.
- VAVRS should be limited to one seat on the Board.
- Mr. Palmer reminded the Board that no final decision would be made on the Ad Hoc Committee's report today. At the Executive Committee of the Advisory Board held earlier today it was unanimously decided that the process should be accepted.
- Ed Snyder made a motion regarding the Ad Hoc Committee's report. Mr. Palmer asked for a second of the motion. The motion was properly seconded, and the Chair opened the floor for discussion. Hearing none, the vote was taken.
- *State EMS Plan*- At the Executive Committee meeting held earlier, the revision of the State EMS Plan was discussed. As an outcome of that meeting, Don Barklage made the following motion. The motion was properly seconded and the Chair opened the floor for discussion. Mr. Palmer informed the Board that Kenny Updike from OEMS is designated staff support for this project. Hearing no further discussion, the Chair called for the vote.
- *Advisory Board Annual Report - Don Barklage* Mr. Barklage discussed the Annual Report during his Vice-Chairman's report earlier. Mr. Barklage will correspond with absent Board members via email to enlighten them of the planned process.

MOTION: That the Chair of the Advisory Board be empowered to appoint an Ad Hoc Committee to be chaired by Mike Player to review and propose revisions to the State EMS Plan for consideration and approval by the Board. Yeas = 16; Nays = 0; Motion carried unanimously.

7. Committee Reports and Action

7. *Communications Committee- Scott Chandler*

7.

- No action items.
- The committee met on December 4 and had a follow-up workshop January 30. The primary tasks are the EMS Communications Directory and the development of Emergency Medical Dispatch assistance.
- Another workshop is scheduled February 20 on EMD.
- The next full meeting is March 26, 2003.

8. CISM Committee- Carol Morrow

8. Liz Martin, Committee Chair, is excused today. In her absence, Carol Morrow reported.

8.

- No action items.
- The CISM Conference is scheduled May 28-31. Registration forms should be ready in two weeks.

9. EMS Emergency Management Committee - Mike Gonzalez

9. The main focus of discussion at their last meeting was the proposed budget cuts. Therefore, the committee has delayed any action items pending the results of the final

9.

budget.

10. Emergency Medical Services for Children - Dr. Guins

- No action items.
- EMSC is continuing funding to Regional Councils for Pediatric Training through DMV grants.
- They have been invited by the Governor to participate in the "Successful Schools Initiative for Pediatrics Safety and Poising Education".
- EMSC is also sponsoring an EMS outreach program to be piloted soon in the Richmond area to educate EMS professionals on special-care needs children prior to emergencies.
- Child Passenger Safety Week is February 9-15. EMSC has three grants available:
 - Bicycle Safety;
 - Dog-Bite Prevention;
 - Gun Lock Safety.
- The next EMSC meeting is scheduled on May 8.

10.

11. Evaluation Committee - Kent Weber

11. No report.

11.

12. Financial Assistance Review Committee - Ed Snyder

12. F.A.R.C. met on February 6 at OEMS and addressed administrative issues.

12. MOTION: That the Governor's Advisory Board direct the Office of Emergency Medical Services to pursue and enter into a contractual relationship, if possible, with the regional councils to receive and distribute awarded Rescue Squad Assistance Fund monies on behalf of the Office of Emergency Medical Services, and at the Office of Emergency Medical Services direction to the regional council member agencies. All details of this arrangement are to be worked out between the Office of Emergency Medical Services and regional councils.
Yeas = 16; Nays = 0; Motion carried unanimously.

- As a follow up to discussions at the last EMS Advisory Board meeting, the F.A.R.C. committee looked at ways to address the perceived surplus of monies associated with RSAF. As a result of their discussions, F.A.R.C. came up with a recommendation. The recommendation would:
 - Immediately transfer awarded RSAF funds to the Regional Councils for distribution to the awarded agencies.
 - The final grant reporting process currently used by OEMS would remain unchanged.
 - The difference is that OEMS would now direct the Regional Councils to distribute the funds once the agency has complied with all the requirements set forth in the grant.
- F.A.R.C. presented their recommendation the Regional Council Executive Directors who supported the proposal.
- Mr. Snyder made the following motion. The motion was seconded and the Chair opened the floor for discussion. After discussion the vote was taken.

13. Human Resources and Training Committee - Dave Palmer

13. Human Resources and Training Committee has complied with a mandate from the Board last year requesting that they establish additional voting member seats on the committee.
HR&T are researching technologically based methods of conducting continuing education.
HR&T are also exploring alternatives to practical skills

14. Medevac Committee - Genemarie McGee	<p>testing.</p> <p>14. No report; both meetings were canceled due to inclement weather. However, Ms. McGee made two motions at the Chair's request. The motions are being made on behalf of the Governor's Awards Selection Committee, a subcommittee of the Public Information and Education Committee. Dr. Wenzel, who chaired the committee, was unable to attend this meeting.</p>	14.
	<ul style="list-style-type: none"> ➤ The first motion made was in regard to the requirement for PPCR forms accompanying nomination submissions. PPCR forms have not been found to add significantly to the documentation of nominee submissions. It is felt that their requirement is an undue paperwork burden. The motion was properly seconded and the Chair opened the floor for discussion. Hearing no discussion, the vote was taken. ➤ The second motion was in regards to changing the name of "Outstanding Medical Director" award that is given at the annual EMS Symposium. The change will reflect the updated terminology reflected in the new rules and regulations governing EMS in Virginia. The motion was properly seconded and the Chair opened the floor for discussion. ➤ Mr. Winston pointed out that it would be more feasible to use a broader term "EMS Physician" because it includes both an Operational Medical Director or Physician Course Director for a training program. Mr. Winston asked that the Board consider changing the name to EMS Physician. The Board agreed to change the motion to read "... Outstanding EMS Physician. There was more discussion as to whether it should be a physician or physician director. After additional discussion, it was decided that originally the award was the Frank Yeiser EMS Physician Award. After more discussion it was finally decided that the motion should read as follows. Hearing no more discussion, the Chair called for the vote. 	<p>MOTION: Remove the requirement for PPCR forms to accompany nomination submissions. Yeas = 16; Nays = 0. The motion carried unanimously</p> <p>MOTION: Change the name of the award for "Outstanding Operational Medical Director" to "Outstanding EMS Medical Director".</p> <p>MOTION: Change the name of the award for "Outstanding Operational Medical Director" to "Frank Yeiser EMS Physician Award". Yeas = 16; Nays = 0; Motion carried unanimously.</p>
15. Medical Direction Committee - Dr. Carol Gilbert	<p>15. Mr. Palmer asked that Dr. Gilbert give the report for the Medical Direction Committee since Dr. Martin has an excused absence today.</p> <ul style="list-style-type: none"> ➤ The committee has several position papers that they will be bringing before the Board at the May meeting. ➤ The Physician Directors Course will be offered again March at the Homestead at the VACEP 	15.

	meeting.	
	➤ The committee is currently evaluating the role of the Skills and Pharmacy sheets and their meaning, and will share the evaluations with the Board at the May meeting.	
16. Public Information & Education Committee - Karen Wagner	16. The Public Information & Education Committee canceled their last meeting.	16.
	➤ The committee will be meeting on February	
	➤ The committee has no action items.	
17. Regulation and Policy Committee - Don Barklage	17. The committee has six action items that were included in the Quarterly Report (Attachment B).	17. MOTION: The EMS Advisory Board approve the following five items as action items and that the language in the proposed EMS Rules and Regulations that were delayed be implemented as submitted.
	➤ The committee met on January 24 in response to a request from the Joint Commission on Administrative Rules with respect with some concerns that had been expressed on various sections of the Regulations.	Section 6.10 - Dealing with designated emergency response agency standards
	➤ The Regulations were scheduled to go into effect on January 1, 2003 but due to some action by the Joint Commission on Administrative Rules, and at the request of the Commissioner, were delayed until January 15, 2003.	Section 7.30 - Dealing with EMS vehicle operation readiness
	➤ The Commissioner decided to put the regulations into effect as of January 15, with the exception of eight sections.	Section 9.40 - Dealing with drugs and substance abuse.
	➤ Section 10.50 that deals with the Scope of Practice and the Relation to the EMS Medications and Procedures Schedules was pulled from the Regulations.	Section 10.30 - Dealing with sexual harassment.
	➤ The Commissioner also recommended pulling Section 9.70 that deals with Weapons Possession of EMS Personnel on Ambulances, due to the volume of public comment received.	Section 11.40 - Dealing with the provision of the patient care report.
	➤ The remaining six sections were opened for public comment and recommendations from the Regulation and Policy Committee to the Board.	Yeas = 15; Nays = 1. The motion carried.
	➤ Based on the public comments and their subsequent meeting, the Regulation and Policy Committee made the following motion.	
	➤ The motion was properly seconded and the Chair opened the floor for discussion. Hearing no discussion, the vote was taken.	
	➤ Mr. Barklage next discussed Section 6.20 of the Regulations.	
	➤ <i>Section 6.20- Designated emergency response agency staffing capability.</i> This section requires:	MOTION: The Regulation and Policy Committee move that Section 6.20 be pulled from the regulations.
	○ Minimum of eight personnel qualified to function as attendants-in-charge required to be a DERA.	Yeas = 7; Nays = 9; The motion was defeated.
	○ If you have less than 12 personnel certified an agency must submit a written plan to address how it will provide 24-hour coverage within the response area.	
	➤ There has been a lot of public comment and discussion in regards to this section.	

- The Regulation and Policy Committee came to a consensus that while understanding the intent of Section 6.20, that Section 6.20 might be premature.
 - Their decision was based on language outlining Section 6.10, as a requirement of a DERA, with a 90 percent response interval standard and basically developing a plan of how you would do that within your response agency.
- Mr. Barklage made a motion based on the committee's decision. The motion was properly seconded, and the Chair opened the floor for discussion.
- The Office of EMS supports retaining Section 6.20 in the regulations. Dave Cullen, OEMS staff, addressed the reasons why the Office of EMS supports retaining Section 6.20. Randy Abernathy, Deputy Chief Fire and EMS, Hanover County, also spoke in support of Section 6.20.
- After discussion, the Chair called for the vote.
- Don Barklage said that the next Regulation and Policy Committee meeting is scheduled on May 8, 2003 at 3 p.m. at the Office of EMS.
- Mr. Barklage also said that the Regulation and Policy Committee would welcome new members and especially wanted representation from Southwest Virginia.

18. Transportation Committee - Chip Decker

18. The Transportation Committee has not met. The last scheduled meeting, January 24, was canceled due to the Regulation and Policy Committee special call meeting.

19. Trauma System Oversight & Management Committee - Morris Reece

19. The committee met on December 5.

- The committee is currently working on the State Trauma Plan and have completed the third draft.
- The committee hopes to have a preliminary plan at the May Advisory Board meeting.

20. Regional Councils Executive Committee- Rob Logan

20. The Regional Council Directors met on February 6 at the Office of EMS.

- The Councils received their preliminary worksheet information to begin developing the council contracts with the Office of EMS for the next FY. Staff support will be provided by Kenny Updike.
- A web-based recruitment database was presented at the meeting.
- A proposal for handling ALS training funds for the coming year was received from Warren Short and OEMS.
- F.A.R.C. presented the Regional Council directors with a proposal addressing management and distribution of Rescue Squad Assistance Fund payments.

21. Announcements

➤
21. Mr. Palmer announced that Lisa Kaplowitz was unable to attend the meeting due to the heightened Alert Status.

21.

➤ Mr. Palmer also thanked Karen Wagner and Gary Critzer for agreeing to postpone their presentations to the Board due to the heightened Alert Status.

➤ *Section 6.20 of the EMS Rules and Regulation*
Mr. Palmer brought this item back before the Board. The motion to discard this section did not carry. However, in order to dispense of this matter, Mike Player brought forth another motion.

MOTION: The Emergency Medical Services Advisory Board recommends that Section 12 VAC 5-31-620 Designated Emergency Response Agency Staffing capability be retained in the EMS Regulations by the Board of Health.
Yeas = 12; Nays = 4; The motion was carried.

➤ The motion was properly seconded and the Chair opened the floor for discussion. Following the discussion, the vote was taken.

Public Comment
Old Business

None.
Kent Weber said that it as come to his attention at this meeting that the Advisory Board needs to establish a non-standing committee for the Governor's Awards Committee.

New Business

- Dr. Gonzalez brought up the issue of smallpox liability for EMS providers and wanted to know if that has been addressed. The group discussed this issue.
- Robin Kurz stated that there are federal and state laws that would cover EMS providers against liability.
- Dr. Gonzalez also discussed websites with information on the smallpox vaccination.
- Melinda Duncan stated that George Johnson from the City of Fairfax has created a PowerPoint presentation educating individuals on smallpox vaccinations.

Mr. Palmer asked Ms. Kurz a copy of the Federal code could be distributed to the Board members.

Dr. Gilbert said that she would work with Dr. Kaplowitz, obtain information and get a fact sheet distributed to the regional councils and EMS agencies

Ms. Duncan will put the presentation on Northern Virginia Regional Council's website and will also send the information to Dr. Gilber

Adjourn
Next Meeting

Meeting was adjourned at 3:40 p.m.
Friday, May 9, 2003.

Date: Friday, May 9, 2003
Time: 1:00 p.m.
Location: The Place at Innsbrook, Richmond, Virginia.
